ACEC2014
Author Guidelines

Contents

Dear Colleagues,

Thank you for your interest in presenting at the 26th Australian Computers in Education Conference (ACEC2014), which will be held at the Adelaide Convention Centre from 1-3 October 2014. This document contains guidelines for the submission of abstracts and refereed papers for peer review and the submission of abstracts for non-refereed papers, workshops, panels (symposia), speed sharing, unconference and posters.

Please note:

- All abstracts must be in submitted electronically via an online web form available to presenters via the conference website at http://acec2014.acce.edu.au/
- Refereed papers must be submitted using the author template and demonstrate the required style outlined in this document.
- All accepted papers are to be presented in person by at least one author at the conference.

ACEC2014 is being hosted by EdTechSA on behalf of the Australian Council for Computers in Education (ACCE).

Sharing your story will complement other excellent contributions from across Australia and the world in a variety of formats included in the conference program.

The theme of the conference is 'Now It's Personal'

The conference will examine the ways in which ICT can maximise each student's potential through environments and learning approaches that are personal and connected. It will investigate the ways that new and emerging technologies, environments and practices are redefining when, where and how learning happens. We aim to include diverse contributions to make ACEC2014 in Adelaide a conference to shift your thinking, expand your network and transform your practice.

You are invited to submit abstracts for refereed papers, non-refereed papers, presentations, workshops, panels (symposia), speed sharing, unconference sessions and posters. We welcome submissions from a variety of disciplines and perspectives that will contribute to the conference discourse. We encourage educators, faculty and research students to submit abstracts to cater for the broad audience of delegates comprised of educators F-12, preservice educators, researchers and students, school and education system leaders and policy makers.

Submissions due

Refereed papers	Non-refereed papers, presentations, workshops, panels (symposia)	Speed sharing, unconference, posters
Abstracts due by 1 December 2013 Please submit your 400-word abstract using the online web form. Authors will be notified of the outcome by 20 December 2013.	**Abstracts due 1 March 2014** Please submit your 400-word abstract using the online web form. Authors will be notified of the outcome by 1 April 2014.	**Abstracts due by 1 March 2014** Please submit your 200-word abstract using the online web form. Authors will be notified of the outcome by 1 April 2014.
Full Papers – 1 April 2014 **Final revised papers due** **1 September 2014 to be included in the conference proceedings.** **Presentation Files – 30 September 2014** PDF file created with the ACEC2014 Author Template (See website for the following files). • OpenOffice.org format .ott • MS Word format .dot A link to free windows software for creating PDFs is available on the conference website.	**Presentation Files – 30 September 2014**	**Speed Sharing PowerPoint File - 1 September 2014** **Presentation files for unconference sessions - 30 September 2014** **Completed poster to go on display - 30 September 2014**

Conference Strands

The theme of the conference 'Now it's Personal' was inspired by the New Media Consortium's Horizon Report 2011 K-12 Edition which predicted personal learning environments as a key trend for widespread adoption into mainstream use for teaching, learning, or creative application in 2015-2016.

Despite the use of the word 'environment' in the name, personal learning environments are not a technology but a theoretical, highly transformative learning ecosystem or approach that is individual by design aimed at providing students with more control over their learning. Specifically, the evolution of teaching and learning management systems, standards-based assessment, together with the widespread adoption of social media and collaborative learning technologies is giving rise to an emphasis on empowering learners with strategies and tools to support and demonstrate their personal capabilities to navigate the territories of informal and self-learning beyond the classroom.

Abstracts are invited that address the conference theme 'Now it's Personal' through one of the following strands described below.

Strand 1: Inspirational Leadership

Strand 2: Innovative Learning

Strand 3: Redefining Education

Strand 1: Inspirational Leadership

Inspirational leadership is about empowerment, working with and walking together. It is about performance, not supervision. It is personal, not institutional; inspiring, not constraining; liberating, not coercing. It is a culture not a state. It is transparent, not secretive. People do the right thing because they want to, not because they have to. Keywords related to this theme may include but are not restricted to:

Infrastructure Organisational ChangeBringYourOwnDevice BYOD Safety & Security Issues Technofear Ubiquitous EquityIssues EthicalIssues connectivity Tracking learning talent Quantification ProfessionalLearning Policy Issues

Strand 2: Innovative Learning

Students have ever-increasing expectations of being able to work, play, and learn via cloud-based services and apps across their mobile devices, whenever they want and wherever they maybe. Innovative learning is about possibilities. It is limited only by imagination. It is open, free and wide-ranging. It is not constrained by past thinking. It is personal. It is about choice, connection and reflection. It challenges the learner to be responsible, not reliant. To lead, not follow. To create, not copy. Keywords related to this theme may include but are not restricted to:

pedagogy methodologies ProfessionalStandardsAustralian Curriculum InternationalBaccalaureate Practice MobileDevices DifferentiatedInstruction DigitalCitizenship GameSimulations LearningTechnologiesCreativity Multimedia VideoDigital Storytelling Newscasting Podcasting ProblemSolving CriticalThinking ProjectProblemBasedLearningSpecialPopulations Inquiry AssistiveTechnology Disabilty AssessmentEvaluation DigitalContent SocialMediaonline projects AugmentedReality

Strand 3: Redefining Education

The importance of personal knowledge management and the blurring of the boundaries between formal and informal learning is redefining education. No longer is education constrained by set parameters. It is not limited to time or place. It is free to explore. It offers choices, not constraints. It presents challenges, not solutions. It asks questions. Keywords related to this theme may include but are not restricted to:

opencontent Newskillsets Videoconferencing ConnectedLearning
Student Voice GlobalProjects BlendedLearning TeachingPractices
Evaluation&Assessment Accreditation InstructionalDesign
Engagement 3DPrinting LearningAnalytics Collaboration Support
VirtuaLLearning VirtualSchool PLN Personal Learning Environments
StudentDirectedResearchProjects CloudComputing eportfolios MOOCs

Contributing Papers

- During submission, you will complete an online form requiring you to identify your contact details, abstract, session type, strand, target audience and session keywords.

- The abstract should entice people to attend your session.

- Presenters are expected to list three key words/phrases that apply to their session that will assist delegates to identify sessions they wish to attend. Examples of key words might be: professional learning, early childhood, classroom practice, research, future trends.

- Selection of refereed conference papers will be based on the full paper, not the abstract.

- All abstracts and full papers for peer review must be submitted electronically via the ACEC2014 conference website and use the author template.

- If your proposal is accepted as a refereed paper, you will be asked to upload your full paper in PDF format. References and citations should follow APA style (version 6, second printing) guidelines. See the style guide information in this document.

Promotion of Specific Products

The presentation options described in this document are designed for educators and researchers to share their work with like-minded colleagues in ways that do not promote specific products. If you would like to present a session to promote specific products, please refer to the final section in this document called Further Information and enquire about the exciting special presentations options described in the Trade and Sponsorship Information.

Presentation Options

Authors are encouraged to address the conference theme: Now It's Personal. The conference is offering speakers a range of presentation types. Specific guidelines for each publication are described below.

Refereed Papers

Time Limit: 30 minutes

Description: Refereed papers can be articles with a focus on Australian or international research, theoretical articles or position or policy papers. Refereed papers will be refereed using a double-blind peer-review process. Accepted full papers will be published in the conference proceedings.

Word Limits: A 400 word abstract is required, submitted using the online web form.

A maximum limit of 4000-words for full papers (incl. references). The author template must be used using the required formatting.

Due Dates: Abstract due 1 December 2013

Full papers due 1 April 2014

Final revised papers due 1 September 2014 to be included in the conference proceedings.

Presentation files (i.e. PowerPoint or Prezi): Need to be uploaded to the ACEC2014 conference website by 30 September 2014.

Non-refereed Papers

Time Limit: 30 minutes

Description: Non-refereed papers may relate to practice or policy and will not be subjected to a double-blind peer-review process or published in the conference proceedings.

Word Limits: A 400 word abstract is required, submitted using the online form.

Presenters can choose if they would like to use the refereed papers author template.

Due Dates: Abstract due 1 March 2014

Presentation Files (i.e. PowerPoint or Prezi): Need to be uploaded to the ACEC2014 conference website by 30 September 2014.

Presentations

Time Limit: 45 minutes

Description: Should have a practical focus on the use of ICT in educational settings with time for demonstrations and discussion.

Word Limits: A 400 word abstract is required, submitted using the online form.

Due Dates: Abstract due 1 March 2014

Presentation Files: Need to be uploaded to the ACEC2014 conference website by 30 September 2014.

Workshops (Bring Your Own Device)

Time Limit: 90 minutes

Description: These sessions are interactive, practical and hands-on. Delegates will be asked to bring their own device in order to participate fully in the session. Wireless Internet will be available however delegates must be informed prior to the event if this will be required. If specialised software is required, delegates must be supplied with the software during the session or given the option to download the software prior to participating.

Word Limits: A 400 word abstract is required, submitted using the online form.

Due Dates: Abstract due 1 March 2014

Presentation files: Need to be uploaded to the ACEC2014 conference website by 30 September 2014.

Panels (Symposia)

Time Limit: 90 minutes

Description: In these sessions, 3-5 speakers form a panel to debate a controversial and hotly contested topic before an audience who are encouraged to play an active role in the discussion. Symposia must allocate at least 30% of the time for interaction and discussion with the audience.

Word Limits: A 400 word abstract is required, submitted using the online form. This should focus on the controversial and hotly contested topic and provide example questions for discussion.

Due Dates: Abstract due 1 March 2014

Presentation Files: Need to be uploaded to the ACEC2014 conference website by 30 September 2014.

Speed Sharing

Time Limit: 20 seconds (8 presenters will have approximately 7 minutes each).

Description: If you do not want to present a full paper or workshop but have something you can share, consider a speed sharing session. Pecha Kucha allows 20 images (PowerPoint) each being shown for 20 seconds before being automatically forwarded. This gives you 6 minutes and 40 seconds of fame before the next presenter is up. It also keeps presentations concise, interest level up, and gives more people the chance to share. You can submit an abstract for just your 7 minutes and we will attempt to create a group for you. We may ask you to repeat your presentation at other Speed Sharing sessions. Alternatively, you could submit an abstract for a group of 8 presenters.

Word Limits: A 200 word abstract is required, submitted using the online web form.

Due Dates: Abstract due 1 March 2014

Final PowerPoint 1 September 2014

PowerPoint Presentation Files: Need to be uploaded to the ACEC2014 conference website by 1 September 2014 with automatic slide transitions already embedded and set at 20 seconds per slide.

Unconference

Time Limit: 60 minutes (8 presenters will have approximately 7 minutes each).

Description: Unconference sessions are informal comprising a series of 2 and 7 minute spontaneous presentations by different people focused on sharing an aspect of their practice related to an identified theme or purpose. Although there is no set agenda, a host is required to facilitate scheduling in the program and encourage like-minded delegates to share, discuss and ask questions. If you would like to host an unconference session, please submit an abstract identifying the topic.

Word Limits: A 200 word abstract is required, submitted using the online web form.

Due Dates: Abstract due 1 March 2014

Presentation files: Need to be uploaded to the ACEC2014 conference website by 30 September 2014.

Posters

Time Limit: 60 minutes

Description: Usually the informal presentation that accompanies the poster relates to research in progress, teaching and learning, or technology application ideas. Posters may contain infographics. Posters will be displayed for the entire conference and a time is set aside for the author/s to attend their poster for discussion and feedback.

Word Limits: A 200 word abstract is required, submitted using the online web form.

Due Dates: Abstract due 1 March 2013

Completed poster to go on display 30 September 2014

Conference Audience

The ACEC conference is the national biennial conference of the Australian Council of Computers in Education hosted by state and territory computers in education groups around Australia. The conference attracts a diverse audience of delegates who have multiple and broad interests related to information technology and the integration of ICT across the curriculum. Delegates include early childhood and F-12 educators and leaders, pre-service teachers, teacher educators in tertiary institutions, commercial suppliers and educational researchers from South Australia, Australia and across the world.

The conference attracts leaders, policy makers and educational researchers who are interested in digital age learning and teaching and keen to debate new ideas, learn from the success of others and set new agendas. For this audience, your contribution needs to be thought provoking, forward thinking and focused on significant issues and current research.

The conference will attract educators from early childhood, primary, secondary and tertiary institutions. For this audience, your contribution will need to be practical, support development of exemplary classroom practice and activities around the use of ICT by students, their teachers and community partners.

Author's Responsibilities and Copyright

Authors are to ensure the accuracy of their work. The conference organisers accept no responsibility for statements made by authors either in written papers or in presentations. Where relevant, each author must ensure that the content of their paper or presentation is cleared for publication, e.g. by their employer, their client, the funding organisation and/or the copyright owner of any material which is reproduced. Authors retain their copyright to their submitted papers.

Refereed Papers
Authors of refereed papers accepted for publication in the conference proceedings will be asked to submit a statement for copyright clearance by the due date if the paper is to be included. The statement will require authors to acknowledge they understand that copyright remains with the author and that the conference proceedings can be reproduced for the following purposes:

- Research and study
- Academic review
- Classroom use
- Professional development

In addition, the statement will require authors to acknowledge they understand that they are not able to submit the same works to any other professional group or publishing agency without permission of ACCE.

Specific Paper Guidelines

Refereed Papers

Refereed papers present reports of a significant work or integrative reviews in research, development, applications and classroom practices related to the use of information and communication technologies in education and training, professional learning systems development or policy issues.

Peer Review Process
Papers will be refereed upon submission of full papers. All submitted papers will be reviewed for relevance, quality and originality by two reviewers. Comments from referees will then be forwarded to the presenters for preparation of the final papers. The final papers will be published on the website and as a PDF for the conference proceedings. Some papers will be selected to appear in a special conference edition of Australian Educational Computing, the national refereed journal of the Australian Council for Computers in Education. See Best Paper Awards below.

Please note: The initial submission is intended for blind refereeing. Therefore, the paper should adopt the format as above, except that all references to the author(s) and their affiliations need be removed from within the paper itself.

Credit for Refereed Papers

An International Referee Board has been selected and refereed papers can contribute to local academic credit. Australian Academic contributors will receive points as part of the Higher Education Research Data Collection (HERDC) process managed by the Department of Education, Education and Workplace Relations (DEEWR) - previously DEST. Refereed papers accepted for ACEC2014 Conference publication will:

- Meet the definition of Conference Publication – Full Paper, Refereed (E1).

- Be selected on the basis of a HERDC compliant peer review process (independent, qualified expert review; double blind reviews conducted on the full articles, prior to publication)

- Be made available widely through the ACEC2014 Conference website and in the Conference Proceedings.

Style Guide for Refereed Papers

Refereed papers must be submitted in single spacing as a PDF file and uploaded to the conference website. A link to free PDF software is available on the conference website.

If you are presenting a refereed paper, you are advised to use the ACEC2014 Author Template, which can be downloaded from the Call for Papers webpage. If you begin your writing in this template you will avoid many formatting issues. The APA Formatting and Style Guide (6th edition, second printing) should be consulted for additional information to that provided below.

Running Head: Include a page header (also known as the "running head") at the top of every page. To create a page header/running head, type "Title of Your Paper" in the header flush-left using upper and lowercase letters. The running head is a shortened version of your paper's title and should not exceed 50 characters including spacing and punctuation.

Title: Commence the article with the title of paper (in upper case letters) in Arial 14 pt bold.

Space After = 18pt.

Author(s): Font is Arial l0pt, centred.

Do not include author name and affiliations in your submission for peer review. This information must be added after your paper has been approved accepted for presentation and publication in the conference proceedings.

Affiliations: Font is Arial l0pt italicized, centred.

Space After = 12pt.

Abstract: The abstract in the final paper should:

- Summarise the scope and results of the paper in a concise and accurate manner without references to other works.

- Be no more than 200 words in length

- Be in 10pt italicized Times New Roman font, single-spaced. Left and right indent of 2.5cm.

You may include a list of keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type Keywords: (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

Length: Title, abstract, main text and no more than 20 references must not exceed 12 pages in length or 4000 words.

Font: Times New Roman 11 point, single space

Layout:
- Set margins at 2.5cm on top, bottom left and right

- Justify text

- Paragraphs are to use single line spacing.

- Do not indent

- Major headings should have a blank line spacing above.

- Avoid using lines of capitals, unless specified

- Do not number sections

Layout:	• Do not add page numbers
	• Do not use borders/shading
	• Do not embed URLs or any other data beside graphics
	• Leave only a single blank space after each punctuation mark (exception: internal full stops in abbreviations like "e.g.").
	• Text omitted in a quotation is always shown by three dots (full stops not separated by spaces). The three dots should be separated by a single blank space from the following and preceding text (which might be a full stop).

Headings: Do not use "Introduction" as your first heading as it is assumed that the beginning of the paper is the introduction.

Heading 1: Font is Arial 12 Bold

Space before = 18pt, After = 12pt

Heading 2: Font is Arial 12

Space before = 12pt, After = 6pt

Heading 3: Font is Arial 10 Bold

Space before = 12pt, After = 6pt

Diagrams:
- Use diagrams only where necessary
- All graphics files must be sent either as file types TIFF, JPEG, PNG, GIF or EPS. No other file type is acceptable. Please embed the graphics into the document.
- Any exhibits (tables, figures, illustrations, etc.) should be placed as close as possible to the first reference made to it.
- Exhibits should be numbered and identified by a brief description such as 'Figure 1: Descriptor'.

Citations: Citations should be in APA style (6th edition, second printing).

For details on APA style see the following websites:
- http://www.apastyle.org/learn/quick-guide-on-references.aspx#In-Text
- http://owl.english.purdue.edu/owl/resource/560/02/

Quotations:
- If the quotation includes fewer than 40 words, incorporate it in text and enclose it with double quotation marks.
- If the quotation includes more than 40 words, it should be treated as a block quotation, meaning that it is displayed in a freestanding block of text without quotation marks. Times New Roman 11 point, left aligned, single spaced, indented 1.5 cm left and right, italicised, without quote marks, one blank line before and after. Referencing for the quotation may be given in the running text immediately before the quotation, or may be appended to the end of the quotation.
- Please use single (straight) quotes for quotations within quotations.
- Place periods and commas inside quotation marks.
- Place other quotation (colons, semi-colons, question marks etc.) outside quotation marks.*

  * Place other punctuation inside quotation marks when that punctuation is part of what is being quoted, such as a quoted question.

References:
- References should use APA style (6th edition, second printing).
- For details on APA style see the following websites:
- http://www.apastyle.org/learn/quick-guide-on-references.aspx
- http://owl.english.purdue.edu/owl/resource/560/05/
- Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text
- They should be arranged in alphabetical order by surname of first-named author, then date.

References: · Unpublished works or private communications are to be mentioned within the text but omitted from the reference list

· Because online materials can potentially change Universal Resource Locators (URLs), APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

· Examples of the reference style to be used are given below:

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number, page range. doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000

Li, R. and Love, P.E.D. (1998). Design Concept as a Model for Modelling the Design Process and its Knowledge. International Journal of Construction Information Technology 6(2), p. 87-103.

Ezingeard J-N, Irani, Z., and Race P. (1999). Assessing the Value and Cost Implications of Manufacturing Information and Data systems: An Empirical Study. European Journal of Information Systems, 7(4), p.252-260.

Non-refereed Papers

Non-refereed papers allow teacher practitioners to reflect and share their experiences with fellow educators without having to go through the formal refereeing process. Papers in this category will not be published in the conference proceedings. The abstract in the final paper must not exceed 200 words and authors may wish to follow the same guidelines as for refereed papers.

Below is a suggested structure for a non-refereed paper:

· An abstract of no more than 200 words.

· An introduction, which provides the background about the paper and the context in which it was written.

· A description and analysis of the experience, e.g., innovation, pedagogical approach, problems and issues encountered.

· A discussion and conclusion, which describes what has been learnt from such experiences and what the implications might be for future practice.

Panels / Symposia

Panels (also referred to as symposia) offer an opportunity for 3-5 people to present their views or works on a common theme, issue or question. Symposia should cover timely topics related to the use of information and communication technology in education and training. Symposia selection will be based on importance, originality, focus and timeliness of the topic, as well as the expertise of proposed members. Symposia must allocate at least 30% of the time for interaction and discussion with the audience. Authors have the option to use the refereed papers template and style guide if they wish to present their symposia as a paper that will not be refereed.

· Abstracts for symposia must include:

· A description of the topic, including its importance

· A brief positional statement related to the topic

· The qualifications of each symposium member

Workshops

Workshops are intended to enhance the skills and broaden the perspectives of their attendees. They should be designed to introduce a rigorous framework for learning a new area or provide advanced technical training in an area. Submissions will be based on the instructors' qualifications and experience in conducting the workshops and their contribution to the overall conference program. Workshops must be practical in nature with attendees involved in hands-on work with hardware/software provided. Workshop proposals must include:

- A 200 word (maximum) abstract

- A clear description of the objectives

- The intended audience (experience level and pre-requisites)

- The proposed duration of the workshop

- An outline of the content of the workshop

- A summary of the instructor's qualifications and experience

- A clear statement to participants that this workshop is "hands-on" and requires them to bring their own device. Please specify if tablet or laptop devices are preferred.

- A clear statement about the software you will require and if you will be supplying specialist software that will need to be organized by participants prior to the session.

- A statement about the expectation you have for Internet use (e.g. video streaming, chat rooms etc.).

Posters

Poster sessions enable presenters to demonstrate and discuss their latest results and development in progress in order to gain feedback and to establish contact with similar projects or to showcase outstanding work in schools in the area of ICT. Poster sessions do not involve a formal presentation and remain on display throughout the event.

Presenters will use their poster to attract people to come and discuss ideas. Each presenter will have a display board with dimensions 1.5 - 2 metres to use. The presenter will need to make themselves available for questions and discussions at a specified time during the conference.

The poster abstract must not exceed 200 words and should provide a concise description of the planned poster. The abstract should make explicit either of the points below:

- The problem that was addressed and why the work is important

- How the school is using ICT in a distinct and innovative way.

Best Paper Awards

For each strand of the conference a 'Best Paper' will be awarded provided the paper is of sufficient quality as judged by the refereeing panel. The papers judged worthy of a 'Best Paper' award for each strand will be acknowledged in the conference program and will be published in a post conference issue of Australian Educational Computing - the journal of the Australian Council for Computers in Education.

Further Information

Kimberley Taylor

Senior Coordinator, All Occasions Group

p +61 8 8125 2200 | f +61 8 8125 2216 | kimberley@aomevents.com

Adelaide office: 41 Anderson St, Thebarton SA 5031